

April 2, 2012

Name of Company _____

Request for Proposals – Town of Sunset Beach Landscape Maintenance

The Town of Sunset Beach is accepting proposals from qualified firms to provide landscaping maintenance services for various Town facilities. It is understood that the selected firm will perform the landscaping services as an independent contractor and not as an employee of the Town. Proposals will be received until 2pm on Thursday, April 26, 2012. Send all proposals to Dustin Graham, Public Works Director, 700 Sunset Boulevard, N., Sunset Beach, NC 28468. There will be a mandatory pre-bid meeting at Town Hall at 10 am on April XX, 2012 to review the scope of work, sites involved and to be able to ask questions.

Indicate Town of Sunset Beach and RFP name, “Landscape Maintenance”, on the front of each sealed proposal envelope. Direct all questions to Dustin Graham, 910-579-6297, dgraham66@atmc.net. It is the vendor’s responsibility to assure that all addenda, if any are issued, have been reviewed. All addenda will be posted to the Town website, sunsetbeachnc.gov, under “Request for Proposals”.

This RFP is for the following facilities: Town Hall grounds, and areas around the welcome signs near the ABC Store on NC 904 and the Regency Condominiums. In the year ahead and subsequent to this Proposal, there may be an opportunity to add on, or bid for, landscape maintenance services at soon-to-be-developed Town facilities including the NC Wildlife Resources Commission Boat Ramp facility, the island Streetscape area along Sunset Boulevard, the elevated bridge landscaped area, and eventually the five acre park site on the Intracoastal Waterway.

Scope of Work: Contractor will provide all necessary equipment and labor. Bids will be taken for furnishing the following services, including but not limited to:

- Mulch will be replenished to a depth of 3” between March 1st and March 31st in designated areas at Town Hall and the two Welcome signs.
- Landscape all of the bushes and plantings, including the crepe myrtles at Town Hall, each year between February 1st and March 31st (prune, trim, and cut back) as appropriate using proper techniques to maintain the natural growth of trees, shrubs, and perennials. Remove all damaged branches.
- Seed and apply Bermuda grass and fertilizer at the Town Hall grounds and the ABC Store Welcome sign area.
- Weed flower beds as needed at all sites.
- Mow the Town Hall grounds and the sign area at the ABC Store.

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Itemization of Materials and Labor Costs:

<u>Description</u>	<u>Materials</u>	<u>Per Service or Hour</u>	<u>Annual Cost</u>
Landscape Town Hall grounds	N/A		
Landscape sign areas	N/A		
Approximately 40 cubic yards of dark cypress (chocolate mulch)			
Additional/as needed pruning/trimming	N/A		
Additional/as needed mulching (price per cubic yard - material and labor)	N/A		

TOTAL COST PER YEAR.....\$_____

General Information:

Selected company must provide the following within 2 weeks of selection (before any work commences):

- Certificate of Insurance naming Town as additional insured and W-9.
- Sales tax certification form is required upon invoice submission.
- In the event that the contractor damages plants, shrubs, trees, grass or structures including but not limited to, benches, fences, gates, buildings, the contractor will be responsible for all necessary repair or replacement of the damaged items.
- No subcontracting unless pre-approved by the Town in writing.

One contract will be awarded. The contract is for two years. Additional one-year extensions are possible based on satisfaction of the Town, willingness of the contractor to continue the service, and a successful negotiation of any new prices. The Town Administrator, or his designee, shall be the contract administrator.

Cost Proposal/Execution of Proposal:

By submitting this proposal, the potential contractor certifies the following:

- In order to be considered, the applicant **must** have a current \$1,000,000 General Liability insurance policy, naming the Town of Sunset Beach as additional insured.
- If applicable, vendor/contractor will provide a current Workman's Compensation insurance policy, naming the Town of Sunset Beach as additional insured.
- Vendor/contractor will certify that they will comply with all local, state and federal laws regarding the legal status of all employees.
- Vendor/contractor will certify that they will comply with all local, state and federal laws regarding the legal status of their business (proper filing, payment of taxes, business location, etc.)
- This proposal is signed by an authorized representative of the firm.
- The potential contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist they must be listed on a separate numbered sheet.

Name of Company _____

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 90 days from the date of the opening.

Vendor: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____ Cell: _____ E-Mail: _____

Federal Employer ID Number: _____

Principal Place of Business if different from above: _____

By: _____ Title: _____ Date: _____
(Signature)

(Typed or printed name)

Acceptance of Proposal
(Using Agency Name)

By: _____ Title: _____ Date: _____

This page must be signed and included in your proposal.

Unsigned proposals will not be considered.

Name of Company _____

The Procurement Process

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective vendors.
2. **One original and one copy of this completed document** must be received from each vendor in a sealed envelope or package. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
3. All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.
4. At that date and time the package containing the proposals from each responding firm will be opened publicly and the name of the vendor and cost(s) offered will be announced. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a vendor's pricing position.
5. At their option, the evaluators may request oral presentations or discussion with any or all vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, vendors are cautioned that the evaluators are not required to request clarification; therefore all proposals should be complete and reflect the most favorable terms available from the vendor.
6. Proposals will be evaluated according to completeness, content, and experience with similar projects, ability of the vendor and its staff and cost. Award of a contract to one vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the Town.
7. Vendors are cautioned that this is a request for offers, not a request to contract, and the Town reserves the unqualified right to reject any and all offers when such rejection is deemed to be in the best interest of the Town.